

UNITED STATES
ENVIRONMENTAL PROTECTION AGENCY
EPA NEW ENGLAND



APPLICATION KIT

Requirements pertaining to the
application for financial assistance.

REVISED: 11-19-03

APPLICATION KIT CONTENTS

	<u>Page</u>
CHECKLIST OF APPLICATION ITEMS TO BE SUBMITTED.....	1
LIST OF APPLICABLE EPA GOVERNMENT REGULATIONS.....	2
SUPPLEMENTAL INFORMATION SPECIAL INSTRUCTIONS TO PREPARE APPLICATION.....	5
GUIDE TO PREPARE BUDGET DETAIL.....	7
SAMPLE BUDGET DETAIL.....	8
INTERGOVERNMENTAL REVIEW STATE POINT OF CONTACT LIST.....	9
CATALOG OF FEDERAL DOMESTIC ASSISTANCE LIST.....	10
SAMPLE OF COMPLETED SF424 & SF424A.....	11
EPA GRANTS SPECIALIST TELEPHONE LISTING.....	14
APPLICATION FOR FEDERAL ASSISTANCE (SF424, SF424A, SF424B).....	16
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS (EPA FORM 5700-49).....	24
CERTIFICATION REGARDING LOBBYING.....	25
DISCLOSURE OF LOBBYING ACTIVITIES (SF-LLL).....	27
PREAWARD COMPLIANCE REVIEW REPORT (EPA FORM 4700-4).....	29
PROCUREMENT SYSTEM CERTIFICATION (EPA-5700-48, SUPERFUND ONLY).....	31
PROCUREMENT SYSTEM CERTIFICATION INSTRUCTIONS.....	31a
QUALITY ASSURANCE REQUIREMENTS.....	32
MAILING INSTRUCTIONS WHERE TO SEND COMPLETED APPLICATION TO.....	33

CHECKLIST OF APPLICATION ITEMS TO BE SUBMITTED

- SF-424 APPLICATION FOR FEDERAL ASSISTANCE, with original signature, (including Assurances for Non-construction Programs)**
- SF-424A BUDGET INFORMATION**
- SF424B ASSURANCES**
- NUMBER OF COPIES: Original and 1 copy**
- EPA-5700-48 PROCUREMENT SYSTEM CERTIFICATION (SUPERFUND ONLY)**
- EPA-5700-49 DEBARMENT AND SUSPENSION CERTIFICATION**
- EPA-4700-4 PREAWARD COMPLIANCE REVIEW REPORT (ANY QUESTIONS CONTACT JAMES YOUNGER: (617-918-1061)**
- CERTIFICATION REGARDING LOBBYING (IF APPLYING FOR MORE THAN \$100,000)**
- NARRATIVE STATEMENT (WORK PLAN)**
- QUALITY ASSURANCE NARRATIVE STATEMENT, if applicable (REQUIRED ONLY IF PROJECT INVOLVES SAMPLING, MONITORING & ANALYSIS WORK)**
- ITEMIZED BUDGET (DETAIL)**
- COPY OF INDIRECT COST RATE AGREEMENT (IF APPLICABLE)**
- INTERGOVERNMENTAL REVIEW (STATE POINT OF CONTACT)**

ADDITIONAL INFORMATION TO BE SUBMITTED IF APPLICABLE

- (1) BIOGRAPHICAL SKETCH (FOR NONPROFIT ORGANIZATIONS)**
- (2) PROOF ON NONPROFIT TAX STATUS (IRS LETTER)**
- (3) OTHER MISCELLANEOUS INFORMATION**

PLEASE RE-CHECK YOUR CALCULATIONS ON THE SF424-A AND ITEMIZED BUDGET DETAIL.

ENVIRONMENTAL PROTECTION AGENCY REGULATIONS AND DESCRIPTION

40 CFR Part 7 - APPLICABLE TO ALL APPLICANTS

NONDISCRIMINATION IN PROGRAMS RECEIVING FEDERAL ASSISTANCE FROM THE ENVIRONMENTAL PROTECTION AGENCY

40 CFR Part 12 - APPLICABLE TO ALL APPLICANTS

NONDISCRIMINATION ON THE BASIS OF HANDICAP IN PROGRAMS OR ACTIVITIES CONDUCTED BY THE ENVIRONMENTAL PROTECTION AGENCY

This rule implements statutes which prohibit discrimination on the grounds of race, color; national origin, sex and handicap.

These rules stipulate that no person shall be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving EPA assistance on the basis of race, color, national origin, or on the basis of sex or handicap in any program or activity receiving EPA assistance.

40 CFR Part 29 - APPLICABLE TO ALL APPLICANTS

INTERGOVERNMENTAL REVIEW OF THE ENVIRONMENTAL PROTECTION AGENCY PROGRAMS AND ACTIVITIES

These regulations implement Executive Order 12373, "Intergovernmental Review of Federal Programs". These regulations apply to all EPA programs.

You must contact your State's Single Point of Contact to find out if the program was selected for coverage by the State process and, if the program was selected, to receive information about your State's review process requirements and procedures. See Single Point of Contact List included in this application kit.

40 CFR Part 30 - APPLICABLE TO OTHER THAN STATE, LOCAL AND INDIAN TRIBAL GOVERNMENTAL APPLICANTS

GENERAL REGULATION FOR ASSISTANCE PROGRAMS FOR ALL APPLICANTS OTHER THAN STATE AND LOCAL GOVERNMENTS

These regulations inform applicants, other than state, local governments and Indian Tribes, how to apply for and manage an EPA project, describes EPA involvement in the process, and identifies recipient's responsibilities.

40 CFR Part 31 - APPLICABLE TO ALL STATE, LOCAL GOVERNMENT AND INDIAN TRIBAL APPLICANTS

UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

This part establishes uniform administrative rules for federal grants and cooperative agreements to State, local and Indian Tribal governments.

40 CFR Part 32 - APPLICABLE TO ALL APPLICANTS

GOVERNMENT WIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT) AND GOVERNMENT WIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (GRANTS)

Subpart A - General

Executive Order 12549 provides for a government wide system of nonprocurement (grants and cooperative agreements) debarment and suspension. A person who is debarred or suspended is excluded from federal financial and nonfinancial assistance and benefits under federal programs and activities. Debarment or suspension of a participant in a program by one agency has government wide effect.

Subpart F - Drug-Free Workplace Requirements (Grants)

The Drug-Free Workplace Act of 1988 requires that all grantees receiving grants from any federal agency certify to that agency that they will maintain a drug-free workplace, or, in the case of a grantee who is an individual, certify to the agency that his or her conduct of grant activity will be drug-free. This government-wide rule implements the statutory requirements. It directs that grantees take steps to provide a drug-free workplace in accordance with the Act.

40 CFR Part 34 - APPLICABLE TO ALL APPLICANTS

RESTRICTIONS ON LOBBYING (IF APPLYING FOR MORE THAN \$100,000)

All applicants requesting \$100,000 or more from EPA must submit the "Certification Regarding Lobbying" and, if appropriate, complete the "Disclosure of Lobbying Activities". Please note that contractors receiving subagreements of \$100,000 or more are also required to certify and disclose to the individual or organization awarding the subagreement.

40 CFR Part 35 - STATE AND LOCAL ASSISTANCE

Administrative requirements are procedures for the following specific programs: Air Pollution Control (Section 105), Water Pollution Control (Section 106), State Administration (Section 205(g)), Water Quality Management Planning (Section 205(J)(2)), Public Water System Supervision (Section 1443(A)), Underground Water Source Protection (Section 1443(B)), Hazardous Waste Management (Section 3011), Pesticide Enforcement (Section 23(A)(1)), Pesticide Applicator Certification and Training (Section 23(A)(2)), Nonpoint Source Management (Sections 205(J)(5) and 319(H)), Grants for Construction of Treatment Works - Clean Water Act, Cooperative Agreements for Protecting and Restoring Publicly Owned Freshwater Lakes, Grants for Construction of Treatment Works, Construction Grants Program Delegation to States, State Water Pollution Control Revolving Funds, Grants for Technical Assistance, Cooperative Agreements and Superfund State Contracts for Superfund Response Actions, Financial Assistance for the National Estuary Program and General Assistance Grants to Indian Tribes.

40 CFR Part 45 - APPLICABLE TO INSTITUTIONS, ORGANIZATIONS, AND INDIVIDUALS

TRAINING ASSISTANCE

This part establishes the policies and procedures for the award of training assistance by EPA. Assistance agreements are awarded under this part to support students through traineeships for occupational and professional training, and to develop career-oriented personnel qualified to work in occupations involving environmental protection and pollution abatement and control. Programs include Public Water Supply (Section 1442 of the Safe Drinking Water Act) and Operator Training (Section 104G of the Clean Water Act).

40 CFR Part 47 - APPLICABLE TO ALL APPLICANTS

NATIONAL ENVIRONMENTAL EDUCATION ACT (NEEA) GRANTS AND COOPERATIVE AGREEMENTS

This part codifies policy and procedures for the award of grants or cooperative agreements under the NEEA. Grants awarded under this part are educational activities and training activities involving elementary, secondary, and postsecondary students, as such terms are defined in the State in which they reside, and environmental education personnel, but does not include technical training activities directed toward environmental management professionals or activities primarily directed toward the support of noneducational research and development.

access a copy through the World Wide Web at: <http://www.epa.gov/ogd/regs.htm>.

SUPPLEMENTAL INFORMATION:

APPLICATION FOR FEDERAL ASSISTANCE (STANDARD FORM 424)

Please refer to the SF 424 instructions. The following discusses items that require additional attention.

Item 4: Federal Identifier Information number. This is your EPA Assistance ID number which is assigned by EPA. Please list this number if known. If you are amending an existing grant the Id number is in block 1 of your original award.

Item 5: List the Project Managers name, title, address, telephone number, E-Mail address and fax number. List Organizational DUNNS Number.

Item 8: The Type of Application is New, Continuation or Revision. A New award is the initial award. A Continuation award is the second or succeeding budget period within a project period for continuing state programs. A Revision amendment is an increase or decrease to an existing award, an increase or decrease to the duration of the budget or project period, a revision to the budget categories (with no change in the total \$ amount) or a revision to the scope of work, etc.

Item 10: List the Catalog of Federal Domestic Assistance (CFDA) Number and Title (see list included in this package). If you do not know the CFDA Number and Title, leave this item blank.

Item 13: The "Start Date" and "Ending Date" should represent the time frame in which the entire scope of work detailed in the application will be completed, and during which the recipient may expend or obligate Federal funds.

Item 16: Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.

Item 18: The authorized representative listed here will receive an official award agreement if EPA awards a grant or cooperative agreement in response to your application.

PROJECT NARRATIVE STATEMENT/WORKPLAN: Include a section which addresses the following:

Objective may address:

- (1) Describe the primary and secondary project objectives.
- (2) Identify relevant physical, economic, social, financial, institutional, or other problems.
- (3) Include supporting documentation from concerned interests other than the applicant.
- (4) Include and footnote relevant data based on planning studies.

Refer to program guidance for specific requirements.

Results or benefits expected:

Identify results and benefits that will accrue to the project. **Include the benefits that will accrue to the recipient, the population served, the public, and the environment.** For example, compliance with water quality standards, or ambient air quality standards, advancements in the state of the art of pollution abatement, etc.

Approach:

- (1) Provide a work plan detailing how the scope of work will be accomplished, and detailing the proposed project. Cite factors that could potentially accelerate or decelerate the work. Indicate why this approach has been chosen rather than alternative approaches. Describe any unusual project features such as design or technological innovations, cost or time reductions, or extraordinary social and community involvement.
- (2) Describe all available facilities for carrying out the project.
- (3) List all non-Federal funds sources and facilities to be used to perform the proposed project.
- (4) Provide a chronological schedule of accomplishments, progress, and milestones that are anticipated over the project's duration.
- (5) Indicate who will carry out each of the work plan's elements. Include supporting agencies, consultants, and contractors.
- (6) Describe sampling and data collection procedures, analytical methods, and methods to evaluate the project's results

BUDGET:

The application includes Standard Form 424A: "Budget Information - Non-Construction Programs".

Guidance for completing a Detailed Budget to Supplement Standard Form 424A

In addition to completing Standard Form 424A, a separate, detailed budget is required. Please refer to sample budget detail included in this package. Please follow the guidelines listed below.

Personnel: List all project participants' titles. Indicate the time percentage that each individual will devote to this project during the entire project period. The budgeted cost should be derived as follows: multiply each person's time percentage by his or her annual salary. Indicate this calculation for each personnel member. The sum of each person's costs should be reflected as total personnel costs. *Record total on Standard Form 424A, Section B, Line A.*

Fringe Benefits: Identify the percentage used, the basis for its computation and the types of benefits included. *Record total on Standard Form, 424A, Section B, Line B.*

Travel: Indicate the budgeted travel's purpose and the destination of each trip and indicate the number of travelers. *Record total on Standard Form 424A, Section B, Line C.*

Equipment: Provide a list of equipment to be purchased. Any equipment over \$5,000 must be itemized. *Record total on Standard Form 424A, Section B, Line D.*

Supplies: "Supplies" means all tangible personal property other than equipment. The budget detail should identify categories of supplies to be procured. *Record total on Standard Form 424A, Section B, Line E.*

Contractual: Identify each proposed contract and specify its purpose, nature, and estimated cost. *Record total on Standard Form 424A, Section B, Line F.*

Other: Itemize all costs included here. Include items here which can not be scheduled in the more specific categories. List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost. *Record total on Standard Form 424A, Section B, Line H.*

Indirect Costs: If indirect charges are budgeted, indicate the approved rate and its base. Also, include a copy of your current indirect cost agreement which reflects the approved rate. *Record total on Standard Form 424A, Section B, Line J.*

Program Income: If any income is expected to be generated from this project, insert the estimated income amount here. Do not add or subtract this amount from the total project amount. *Record total on Standard Form 424A, Section B, Line 7.*

SAMPLE
Budget Detail

Personnel

<u>Position/Title</u>	<u>Annual Salary</u>	<u>Percent of Time Assigned to Project</u>	<u>Total</u>
Branch Chief	\$35,208	50%	\$ 17,604
Secretary	\$13,384	75%	10,038
Env. Engineer	\$34,580	100%	34,580
Env. Specialist	\$23,842	100%	23,842
Env. Health Tech	\$26,231	100%	26,231
Accountant	\$15,409	50%	<u>7,705</u>
		Subtotal	\$ 120,000

Fringe Benefits - 30% of Basic Salary
- Includes Retirement, Health Benefits
Annual & Sick Leave and Life Insurance
Subtotal \$ 36,000

Travel

In-State Travel
Travel for meeting and inspections: 200 miles per trip @ \$.25 per mile, 400 trips \$ 20,000

Out of State Travel - Travel for EPA meetings
- Per Diem: 5 people x \$150 per night x 3 nights \$ 2,250
- Airfare: 5 people x \$350 round trip 1,750
- Miscellaneous: Ground transportation \$ 1,000
(parking, taxi, tolls)
Subtotal \$ 25,000

Equipment - Two(2) Level A Protection Clothing and respirator apparatus (unit cost) \$ 8,500
Subtotal \$ 17,000

Supplies - Office Supplies \$ 1,000
- Laboratory Supplies 2,000
Subtotal \$ 3,000

Contractual - Consultant services to design data tracking system \$ 62,000
- Audit 950
Subtotal \$ 62,950

Other - Telephone 9,000
Postage 3,000
Printing and Reproduction 3,000
Subtotal \$ 15,000

Indirect Charges - \$120,000 x .325 **Subtotal** \$ 39,000
GRAND TOTAL 317,950

INTERGOVERNMENTAL REVIEW

EPA NEW ENGLAND STATE POINT OF CONTACTS

CONNECTICUT

NO LONGER PARTICIPATING IN INTERGOVERNMENTAL REVIEW OF FEDERAL
PROGRAMS AS OF 9/24/93

MAINE

Maine State Planning Office
ATTN: Joyce Benson
State Single Point of Contact
State House, Station #38
Augusta, ME 04333
(207) 287-3261

MASSACHUSETTS

NO LONGER PARTICIPATING IN INTERGOVERNMENTAL REVIEW OF FEDERAL
PROGRAMS AS OF 11/30/94

NEW HAMPSHIRE

New Hampshire Office of State Planning
ATTN: Ben Frost
Intergovernmental Review Process
2 ½ Beacon Street
Concord, NH 03301
(603) 271-2155

RHODE ISLAND

RI Division of Planning, Office of Strategic Planning
ATTN: Patricia A. Chorney
One Capitol Hill
Providence, RI 02908-5871
(401) 222-5781

VERMONT

NO LONGER PARTICIPATING IN INTERGOVERNMENTAL REVIEW OF FEDERAL
PROGRAMS AS OF 6/1/96

CATALOG OF FEDERAL DOMESTIC ASSISTANCE LIST

APPLICANT INDEX

Program Description	Individual	Local	Nonprofit	State	U.S. Territories	Federal Tribal Governments
ENVIRONMENTAL PROTECTION AGENCY						
66.001 Air Pollution Control Program Support (A).....		X		X	X	
66.003 Air Pollution Control Manpower Training (B).....	X		X	X		
66.009 Air Information Center (L).....	X	X	X	X	X	X
66.032 State Indoor Radon Grants (B).....				X	X	X
66.033 Ozone Transport (B).....		X		X		
66.419 Water Pollution Control—State and Interstate Program Support (A)...		X		X		
66.432 State Public Water System Supervision (A).....				X	X	X
66.433 State Underground Water Source Protection (A).....				X	X	X
66.454 Water Quality Management Planning (A).....			X	X		
66.456 National Estuary Program (B).....	X	X	X	X		
66.458 Capitalization Grants for State Revolving Funds (A).....				X	X	
66.460 Nonpoint Source Implementation Grants (A).....				X	X	
66.461 Wetlands Protection—Development Grants (B).....				X		X
66.463 National Pollutant Discharge Elimination System Related State Program Grants (B).....				X		X
66.466 Chesapeake Bay Program (B).....		X	X	X		
66.467 Wastewater Operator Training Grant Program (Technical Assistance) (B).....		X	X	X		
66.468 Capitalization Grants for Drinking Water State Revolving Fund (A)...			X	X	X	X
66.469 Great Lakes Program (B,I,J,L).....	X		X	X	X	
66.500 Environmental Protection—Consolidated Research (B).....	X	X	X	X	X	
66.508 Senior Environmental Employment Program (B).....			X			
66.600 Environmental Protection Consolidated Grants—Program Support (A)		X		X		
66.604 Environmental Justice Grants to Small Community Groups (B).....		X	X			X
66.605 Performance Partnership Grants (A,B).....		X	X	X		X
66.606 Surveys, Studies, Investigations and Special Purpose Grants (B).....	X		X	X	X	X
66.607 Training and Fellowships for the Environmental Protection Agency (B,M).....	X		X	X	X	X
66.608 One Stop Reporting (B).....				X	X	
66.651 Sustainable Development Challenge Grants (B).....		X	X	X	X	X
66.700 Consolidated Pesticide Enforcement Cooperative Agreements (B).....				X	X	X
66.701 Toxic Substances Compliance Monitoring Cooperative Agreements (B).....				X	X	
66.707 TSCA Title IV State Lead Grants—Certification of Lead-Based Paint Professionals (B).....				X	X	
66.708 Pollution Prevention Grants Program (B).....				X	X	X
66.710 Environmental Justice Community/University Partnership Grants Program (B).....	X		X		X	
66.713 State and Tribal Environmental Justice (B).....		X		X		X
66.801 Hazardous Waste Management State Program Support (A).....				X	X	
66.802 Superfund State Site—Specific Cooperative Agreements (B).....		X		X	X	X
66.804 State Underground Storage Tanks Program (B).....				X	X	
66.805 Leaking Underground Storage Tank Trust Fund Program (B).....				X		X
66.806 Superfund Technical Assistance Grants for Citizen Groups at Priority Sites (B).....	X	X	X	X	X	X
66.807 Superfund Innovative Technology Evaluation Program (B).....	X	X	X	X	X	X
66.808 Solid Waste Management Assistance (B).....		X	X	X		X
66.809 Superfund State Core Program Cooperative Agreements (B).....			X	X	X	X
66.810 CEPP Technical Assistance Grants Program (B).....				X	X	X
66.811 Brownfield Pilots Cooperative Agreements (B).....		X		X	X	X
66.926 Indian Environmental General Assistance Program (B).....		X		X	X	X
66.930 U.S.-Mexico Border Grants Program (B).....		X	X	X		X
66.950 Environmental Education and Training Program (B).....			X	X		
66.951 Environmental Education Grants (B).....			X	X		

APPLICATION FOR FEDERAL ASSISTANCE

TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED 4/1/98	Applicant Identifier
		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier NE999999-01-0

APPLICANT INFORMATION Name: Organizational DUNNS Number: Department of Clean the Environment Address (give city, county, State, and zip code): 10 Boston Street Boston, MA 02203		Organizational Unit: Division of Environmental Education Name and telephone number of person to be contacted on matters involving this application (give area code) John Smith (999) 999-9999	
EMPLOYER IDENTIFICATION NUMBER (EIN): 99-99999999		7. TYPE OF APPLICANT: (enter appropriate letter in box) <div style="display: flex; justify-content: space-between;"> <div> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District </div> <div> H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) _____ </div> </div> <div style="text-align: right; border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;">A</div>	
TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision Revision, enter appropriate letter(s) in box(es): Increase Award B. Decrease Award C. Increase Duration Decrease Duration Other(specify): _____		9. NAME OF FEDERAL AGENCY: US EPA, Region I	
CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: Surveys, Studies, Investigation and special purposes TITLE: - AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): State of Massachusetts		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Environmental Education Program	

PROPOSED PROJECT Date: 4/98 Ending Date: 4/30/99 ESTIMATED FUNDING:		14. CONGRESSIONAL DISTRICTS OF: a. Applicant: 01 b. Project: Statewide	
Federal	\$	300,000.00	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW. ON: _____ DATE: _____ b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
Applicant	\$	17,950.00	
State	\$.00	
Local	\$.00	
Other	\$.00	
Program Income	\$.00	
TOTAL	\$	317,950.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input checked="" type="checkbox"/> No

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.		
Name of Authorized Representative Sam Theboss	Title Boss	c. Telephone Number (999) 999-9999
Signature of Authorized Representative		e. Date Signed 4/1/98

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$ 300,000	\$ 17,950	\$ 317,950
2.						
3.						
4.						
5.	Totals	\$	\$	\$ 300,000	\$ 17,950	\$ 317,950
SECTION B - BUDGET CATEGORIES						
GRANT PROGRAM, FUNCTION OR ACTIVITY.						
Object Class Categories		(1)	(2)	(3)	(4)	Total (5)
a. Personnel		\$ 120,000		\$		\$ 120,000
b. Fringe Benefits		36,000				36,000
c. Travel		25,000				25,000
d. Equipment		17,000				17,000
e. Supplies		3,000				3,000
f. Contractual		62,950				62,950
g. Construction		0				0
h. Other		15,000				15,000
i. Total Direct Charges (sum of 6a-6h)		278,950				278,950
j. Indirect Charges		39,000				39,000
k. TOTALS (sum of 6i and 6j)		\$ 317,950	\$	\$	\$	\$ 317,950
7. Program Income		\$	\$	\$	\$	\$

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$ 17,950	\$	\$	\$	\$ 17,950
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$ 17,950	\$	\$	\$	\$ 17,950
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 300,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
14. Non-Federal	17,950	4,487	4,487	4,487	4,489
15. TOTAL (sum of lines 13 and 14)	\$ 317,950	\$ 79,487	\$ 79,487	\$ 79,487	\$ 79,489
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges: See detailed budget justification attached		22. Indirect Charges: .325 of Personnel and Fringe			
23. Remarks:					

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7

EPA - REGION 1

GRANTS MANAGEMENT DIRECTORY

<u>Pamela J. Ringhoff, Grants Manager</u>	<u>617-918-1912</u>
Janet Bartlett, Senior Grants Specialist	617-918-1972
Henry Burrell, Senior Grants Specialist	617-918-1973
Diane Culhane, Grants Specialist	617-918-1975
Monique Dillon, Grants Specialist	617-918-1976
Mary Kelley, GICS/Data Mgt. Specialist	617-918-1977
Sharon Molden, MBE/WBE Coordinator	617-918-1062
Marianne Salerno, GICS/Data Mgt. Specialist	617-918-1172
Cheryl Scott, Grants Specialist	617-918-1174
Mary-Ellen Stanis, Grants Specialist	617-918-1173
Paul Trevino, Grants Specialist	617-918-1974

GRANT SPECIALIST ASSIGNMENTS

CONNECTICUT

Monique Dillon

MAINE

Janet Bartlett

MASSACHUSETTS

State/Tribal

Henry Burrell

Non-Profits & Municipals & Universities

Paul Trevino

NEW HAMPSHIRE

Mary-Ellen Stanis

RHODE ISLAND

State Agencies

Diane Culhane

Universities & Colleges

Janet Bartlett

Non-Profits

Monique Dillon

Sub States & Municipalities

Henry Burrell

Tribes

Mary-Ellen Stanis

VERMONT

Cheryl Scott

Interagency Agreements

Cheryl Scott

Interstates and States Outside N.E.

Diane Culhane

Data Management Specialist

Mary Kelley
Marianne Salerno

Small & Disadvantaged Business Program

Sharon Molden

7/23/03

DUNNS NUMBER-NEW REQUIREMENT

ON APPLICATION FORM SF 424

A new requirement from the Office of Management and Budget (OMB) for grant applicants will take effect on October 1, 2003. Grant applicants will be required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements on or after October 1, 2003.

OMB has determined that there is a need for improved statistical reporting of Federal grants and cooperative agreements. Use of the DUNS number government-wide will provide a means to identify entities receiving those awards and their business relationships. The identifier will be used for tracking purposes, and to validate address and point of contact information.

A DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal (Grants.gov). The DUNS number will supplement other identifiers required by statute or regulation, such as tax identification numbers.

Organizations can receive a DUNS number in one day, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711. Individuals who would personally receive a grant or cooperative agreement award from the Federal government apart from any business or non-profit organization they may operate are exempt from this requirement. The website where an organization can obtain a DUNS number is: <http://www.dnb.com>. This takes 30 business days and there is no cost unless the organization requests expedited (1-day) processing, which includes a fee of \$40.

A DUNS number must be included in every application for a new award or renewal of an award, including applications or plans under mandatory grant programs, submitted on or after October 1, 2003.

There is a DUNS number field in IGMS, under the Recipient Information section, and a DUNS number field in the IGMS PAB organization document that will store the DUNS. As a temporary measure the DUNS number may be entered on the current SF-424 in the Applicant Information address block.

The Federal Register / Vol. 68, No. 124 / Friday, June 27, 2003 Notice can be found at this link:
http://www.whitehouse.gov/omb/grants/grants_docs.html

APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED	Applicant Identifier	
<input type="checkbox"/> Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier	
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier	
5. APPLICANT INFORMATION				
Legal Name:		Organizational Unit:		
		Department:		
Organizational DUNS:		Division:		
Address:		Name and telephone number of person to be contacted on matters involving this application (give area code)		
Street:		Prefix:	First Name:	
City:		Middle Name		
County:		Last Name		
State:	Zip Code	Suffix:		
Country:		Email:		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): □□-□□□□□□□□		Phone Number (give area code)	Fax Number (give area code)	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>		7. TYPE OF APPLICANT: (See back of form for Application Types) Other (specify)		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: □□-□□□□		9. NAME OF FEDERAL AGENCY:		
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:		
13. PROPOSED PROJECT Start Date: Ending Date:		14. CONGRESSIONAL DISTRICTS OF: a. Applicant b. Project		
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?		
a. Federal	\$.00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON		
b. Applicant	\$.00	DATE:		
c. State	\$.00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
d. Local	\$.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
e. Other	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?		
f. Program Income	\$.00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No		
g. TOTAL	\$.00			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.				
a. Authorized Representative				
Prefix	First Name	Middle Name		
Last Name		Suffix		
b. Title		c. Telephone Number (give area code)		
d. Signature of Authorized Representative		e. Date Signed		

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Standard Form 424 (Rev.9-2003)
Prescribed by OMB Circular A-102

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. <div style="display: flex; justify-content: space-between;"> <div> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District </div> <div> I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization </div> </div>	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: <ul style="list-style-type: none"> "New" means a new assistance award. "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: <div style="display: flex; justify-content: space-between;"> A. Increase Award C. Increase Duration </div> <div style="display: flex; justify-content: space-between;"> B. Decrease Award D. Decrease Duration </div> 	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

SF-424 (Rev. 7-97) Back

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1)	(2)	(3)	(4)		
a. Personnel	\$	\$	\$	\$		\$
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a-6h)						
j. Indirect Charges						
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$		\$
7. Program Income	\$	\$	\$	\$		\$

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	\$
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)		\$	\$	\$	\$
SECTION D - FORECASTED CASH NEEDS					
13. Federal	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$	\$	\$	\$	\$
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)		\$	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	\$
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)		\$	\$	\$	\$
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

LEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. END IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in Column (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For *new applications*, leave Column (c) and (d) blank. For each entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For *continuing grant program applications*, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For *supplemental grants and changes* to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5); Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program

INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (e), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. END IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (e) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

NATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

Standard Form 424B (Rev. 7-97) Bac



EPA Project Control Number _____

United States Environmental Protection Agency
Washington, DC 20460

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective participant certifies to the best of its knowledge and belief that it and the principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

☐

I am unable to certify to the above statements. My explanation is attached.

BLANK NONNUMBERED PAGE

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTACTS, GRANTS, .
LOANS, AND COOPERATIVE AGREEMENTS

The Undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award of documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

TYPED NAME & TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

Instructions

Under Executive Order 12549, an individual or organization debarred or excluded from participation in Federal assistance or benefit programs may not receive any assistance award under a Federal program or a subagreement thereunder for \$25,000 or more.

Accordingly, each prospective recipient of an EPA grant, loan, or cooperative agreement and any contract or subagreement participant thereunder must complete the attached certification or provide an explanation why they cannot. For further details, see 40 CFR 32.510, Participants' responsibilities, in the attached regulation.

Where To Submit

The prospective EPA grant, loan, or cooperative agreement recipient must return the signed certification or explanation with its application to the appropriate EPA Headquarters or Regional office, as required in the application instructions.

A prospective prime contractor must submit a completed certification or explanation to the individual or organization awarding the contract.

Each prospective subcontractor must submit a completed certification or explanation to the prime contractor for the project.

How To Obtain Forms:

EPA includes the certification form, instructions, and a copy of its implementing regulation (40 CFR Part 32) in each application kit. Applicants may reproduce these materials as needed and provide them to their prospective prime contractor, who, in turn may reproduce and provide them to prospective subcontractors.

Additional copies/assistance may be requested from:

Suspension and Debarment Division
Grants Administration Division (3903R)
U.S. Environmental Protection Agency
401 M Street, SW
Room 51288
Washington, DC 20460
(Telephone: 202/564-5305)

Approved by OMB
0348-0046

(See reverse for public burden disclosure.)

-27-

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make a payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLLA Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLLA Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, DC 20460
**Preadward Compliance Review Report For All Applicants
Requesting Federal Financial Assistance**

Form Approved
OMB No. 2090-0014
Expires 4-30-99

Note: Read instructions on reverse side before completing form.

I. A. Applicant (Name, City, State)	B. Recipient (Name, City, State)	C. EPA Project No.
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II. Brief description of proposed project, program or activity.

III. Are any civil rights lawsuits or complaints pending against applicant and/or recipient? ☐ YES ☐ NO
If "yes", list those complaints and the disposition of each complaint.

IV. Have any civil rights compliance reviews of the applicant and/or recipient been conducted by any Federal agency during the two years prior to this Application for activities which would receive EPA assistance? ☐ YES ☐ NO
If "yes", list those compliance reviews and status of each review.

V. Is any other Federal financial assistance being applied for or is any other Federal financial assistance being applied to any portion of this project, program or activity? ☐ YES ☐ NO
If "yes", list the other Federal Agency(s), describe the associated work and the dollar amount of assistance.

VI. If entire community under the applicant's jurisdiction is not served under the existing facilities/services, or will not be served under the proposed plan, give reasons why.

VII. Population Characteristics	Number of People
1. A. Population of Entire Service Area	
B. Minority Population of Entire Service Area	
2. A. Population Currently Being Served	
B. Minority Population Currently Being Served	
3. A. Population to be Served by Project, Program or Activity	
B. Minority Population to be Served by Project, Program or Activity	
4. A. Population to Remain Without Service	
B. Minority Population to Remain Without Service	

VIII. Will all new facilities or alterations to existing facilities financed by these funds be designed and constructed to be readily accessible to and usable by handicapped persons? ☐ YES ☐ NO
If "No", explain how a regulatory exception applies (40 CFR 7.70).

IX. Give the schedule for future projects, programs or activities (or of future plans), by which service will be provided to all beneficiaries within applicant's jurisdiction. If there is no schedule, explain why.

X. I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law.

A. Signature of Authorized Official	B. Title of Authorized Official	C. Date
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For the U.S. Environmental Protection Agency

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Authorized EPA Official	Date
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Instructions

General

Recipients of Federal financial assistance from the U.S. Environmental Protection Agency must comply with the following statutes.

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Act goes on to explain that the title shall not be construed to authorize action with respect to any employment practice or any employer, employment agency, or labor organization (except where the primary objective of the Federal financial assistance is to provide employment).

Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act provides that no person in the United States shall on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Federal Water Pollution Control Act, as amended. Employment discrimination on the basis of sex is prohibited in all such programs or activities.

Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified handicapped individual shall solely by reason of handicap be excluded from participation in, be denied the benefit of or be subjected to discrimination under any program or activity receiving Federal financial assistance. Employment discrimination on the basis of handicap is prohibited in all such programs or activities.

The Age Discrimination Act of 1975 provides that no person on the basis of age shall be excluded from participation under any program or activity receiving Federal financial assistance. Employment discrimination is not covered. Age discrimination in employment is prohibited by the Age Discrimination in Employment Act administered by the Equal Employment Opportunity Commission.

Title IX of the Education Amendments of 1972 provides that no person on the basis of sex shall be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Employment discrimination on the basis of sex is prohibited in all such education programs or activities. Note: an education program or activity is not limited to only those conducted by a formal institution.

The information on this form is required to enable the U.S. Environmental Protection Agency to determine whether applicants and prospective recipients are developing projects, programs and activities on a nondiscriminatory basis as required by the above statutes.

Submit this form with the original and required copies of applications, requests for extensions, requests for increase of funds, etc. Updates of information are all that are required after the initial application submission.

If any item is not relevant to the project for which assistance is requested, write "NA" for "Not Applicable."

In the event applicant is uncertain about how to answer certain questions, EPA program officials should be contacted for clarification.

EPA FORM 4700-4 (Rev. 1/90) Reverse

ITEMS


- IA. "Applicant" means any entity that files an application or unsolicited proposal or otherwise requests EPA assistance.
 - IB. "Recipient" means any entity, other than applicant, which will actually receive EPA assistance.
 - IC. Self-explanatory.
 - II. Self-explanatory.
 - III. "Civil rights lawsuits" means any lawsuit or complaint alleging discrimination on the basis of race, color, national origin, sex, age or handicap pending against the applicant and/or entity which actually benefits from the grant. For example, if a city is the named applicant but the grant will actually benefit the Dept. of Sewage, civil rights lawsuits involving both the city and the Dept. of Sewage should be listed.
 - IV. "Civil rights compliance review" means any review assessing the applicant's and/or recipient's compliance with laws prohibiting discrimination on the basis of race, color, national origin, sex, age or handicap. If any part of the review covered the entity which will actually benefit from the grant, it should be listed.
 - V. Self-explanatory.
 - VI. The word "community" refers to the area under the applicant's and/or recipient's jurisdiction. The "community" might be a university or laboratory campus, or a community within a large city. If there is a significant disparity between minority and nonminority populations to receive service, not otherwise satisfactorily explained, the Regional office may require a map which indicates the minority and non-minority population served by this project, program or activity.
 - VII. This information is required so that reviewers may determine if a disparity in the proposed provision of services will exist in the event the application is approved for funding. Give population of recipient's jurisdiction, broken out by categories as specified.
- In the event the applicant cannot provide the requested information because the funds will be distributed over a wide demographic area which is yet to be determined, an explanation may be provided on a separate sheet. For example, a State applying for a capitalization grant under the State Revolving Fund program may not know which cities and counties will apply for, and receive, SRF loans.
- VIII. Self-explanatory.
 - IX. "Jurisdiction" means the geographical area over which applicant has the authority to provide service.

Self-explanatory.

"Burden Disclosure Statement"

EPA estimates public reporting burden for the preparation of this form to average 30 minutes per response. This estimate includes the time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to U.S. Environmental Protection Agency, Chief, Information Policy Branch (PM-223), 401 M. Street, S.W., Washington, D.C. 20460; and to the Paperwork Reduction Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

NOTE: ONLY required if applying for Superfund/Brownfields assistance.

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY WASHINGTON, DC 20460  PROCUREMENT SYSTEM CERTIFICATION		Form Approved OMB No. 2000-0453
APPLICANT'S NAME		ASSISTANCE APPLICATION NUMBER
APPLICANT'S ADDRESS		
SECTION I - INSTRUCTIONS		
<p>The applicant must complete and submit a copy of this form with each application for EPA Assistance. If the applicant has certified its procurement system to EPA within the past 2 years and the system has not been substantially revised, complete Part A in Section II, then sign and date the form. If the system has not been certified within the past 2 years, complete Part B, then sign and date the form.</p>		
SECTION II - CERTIFICATION		
A. I affirm that the applicant has within the past 2 years certified to EPA that its procurement system compiles with 40 CFR Part 35 and that the system meets the requirements in 40 CFR Part 35. The date of the applicant's latest certification is:		MONTH/YEAR
B. Based upon my evaluation of the applicant's procurement system, I, as authorized representative of the applicant: <i>(Check one of the following:)</i>		
<input type="checkbox"/> 1. CERTIFY that the applicant's procurement system will meet all of the requirements of 40 CFR Part 35 before undertaking any procurement action with EPA assistance.		
Please furnish citations to applicable procurement ordinances and regulations		
<input type="checkbox"/> 2. DO NOT CERTIFY THE APPLICANT'S PROCUREMENT SYSTEM. The applicant agrees to follow the requirements of 40 CFR Part 35, including the procedures in Appendix A, and allow EPA preaward review of proposed procurement actions that will use EPA assistance.		
TYPED NAME AND TITLE	SIGNATURE	DATE

EPA Form 5700-48 Previous edition is obsolete

See instructions on reverse side

**INSTRUCTIONS FOR
PROCUREMENT SYSTEM CERTIFICATION
(EPA Form 5700-48)**

Section II - Certification

Applicant must complete one of the following areas:

A. Give the Month and Year

B. Check Block 1 or 2

If Block 1 is checked, please furnish citations to applicant's applicable procurement ordinances and regulations.

This form must be signed by the applicant's authorized official.

40 CFR Part 35 Subpart O applies to Superfund recipients.

RECIPIENTS APPLICATION KIT
QUALITY ASSURANCE REQUIREMENTS

For grants involving environmental programs, EPA assistance agreement recipients must have a quality system in place and documented in an EPA approved Quality Management Plan (QMP) and Quality Assurance Project Plans (QAPPs). Environmental programs include direct measurements or data generation, environmental modeling, compilation of data from literature or electronic media, and data supporting the design, construction, and operation of environmental technology.

All applicants for EPA assistance shall submit a Quality Management Plan (QMP) prepared in accordance with *EPA Requirements for Quality Management Plans* (EPA QA/R-2), 3/01 or the most current version. The QMP must be reviewed and approved by EPA as a condition for award of any assistance agreement.

QAPPs must be prepared in accordance with *EPA Requirements for Quality Assurance Project Plans* (EPA QA/R-5), 3/01 or the most current version, and/or the *EPA New England Compendium of Quality Assurance Project Plan Requirements and Guidance*, 10/99 or the most current version. QAPPs must be reviewed and approved by EPA before any environmental program activities begin.

EPA QA/R-2 and R-5 can be found at <http://www.epa.gov/quality/qs-docs/>. The EPA New England Compendium can be found at <http://www.epa.gov/region01/measure/qappcompendium.pdf>.

RETURN COMPLETED APPLICATION ALONG
WITH ONE COPY TO:

U.S. ENVIRONMENTAL PROTECTION AGENCY

NEW ENGLAND

GRANTS MANAGEMENT OFFICE (MGM)

OFFICE OF ADMINISTRATION & RESOURCE MANAGEMENT

1 CONGRESS STREET, SUITE 1100

BOSTON, MA 02114-2023

INFORMATION ABOUT EPA MAY BE ACCESSED ON THE INTERNET @

WWW.EPA.GOV/REGION01